

Client Service Administrator Cover Letter

315 Gottlieb GreenNew Keneth, MO 02103

Dear Dylan Greenfelder,

In response to your job posting for client service administrator, I am including this letter and my resume for your review.

In the previous role, I was responsible for ongoing technical support and maintenance of systems (development through production) and software products (both remote and onsite) and for configured services running on various platforms (operating within a defined operating model and processes).

Please consider my qualifications and experience:

- Highly motivated and organized individual with a flexible approach to work
- Proficient in Windows based software applications
- Knowledge and experience in SAP or other maintenance & planning tools preferred
- Overall understanding of building management systems and products in automation, fire detection and security applications is preferred
- Excellent verbal and written communication, knowledge of computers s financial know-how and effective project management skills
- Excellent record keeping and reporting capabilities
- Proactive nature to gain efficiencies
- Demonstration of initiative

Thank you in advance for reviewing my candidacy for this position.

Sincerely,

Armani Bernier